



## Technical Support / Help Desk Position

Your Name

Your Address

Your City, State, Zip Code

Your Phone Number

Your Email

Contact Person

Company Name

Address

City, State, Zip Code

Dear Contact Person:

I am writing to you because I believe my training, experience, and proven ability as a Tier One Technical Support Specialist and Help Desk Technician will allow me to significantly contribute to your company's IT division.

In reviewing the attached resume, you will note that I have acquired valuable experience in all facets of troubleshooting, installations, and maintenance for various desktop operations, hardware, and software. I possess a unique talent for delivering highly complex technical information into terms and concepts that the end users can readily grasp. Furthermore, I am multi-task oriented, enjoy a challenge, and continually stay abreast of the latest advancements in the IT field.

If you are seeking an IT professional who has excellent people and problem solving skills and can easily provide optimum support to your MIS operations, then please consider what I have to offer.

I believe it would be mutually beneficial for us to meet and discuss the goals of your company and how my technical abilities can help you achieve those goals. I will call your office in a few days to inquire about the possibility of a meeting.

Thank you for your time and consideration.

Sincerely,